

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL		
	<input checked="" type="checkbox"/> SECRET		
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1		<i>9X</i>	
2		<i>- G. 22</i>	
3	<i>Wait! Getting this memo was an accomplishment, it's a shame we can't use it.</i>		
4		<i>Rec'd</i>	
5		<i>7/12/60</i>	
6		<i>9. 50</i>	
<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
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<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION
<input type="checkbox"/>		<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>		<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>		<input type="checkbox"/>	RETURN
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Remarks:			
<i>file.</i>			
<i>Air-Fed Incinerators</i>			
CONFIDENTIAL			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
			<i>7/11/60</i>
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FORM NO. 237  
1 APR 55Replaces Form 30-4  
which may be used

U.S. GOVERNMENT PRINTING OFFICE: 1955 O-342551 (40)

STANDARD FORM NO. 64

# CONFIDENTIAL

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Liaison Security Staff, TSD

FROM : Chief, Physical Security Division

SUBJECT: Proposed Installation of Incinerator  
Westout Building

DATE: 8 JUL 1960

1. On 30 June 1960, the Safety Officers, accompanied by [ ] TSD, made an inspection of Room 208 and the connecting room to determine the feasibility of installing a small incinerator. This incinerator is to be used for test and demonstration purposes only.

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2. The Safety Officer advised [ ] that the connecting room to 208 would be suitable to house the incinerator; however, the following recommendations should be carried out prior to the actual installation:

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a. The 230 volts, three phase current, required for the operation of the incinerator should be installed prior to movement of the incinerator into this area. The purpose of this installation is to avoid questioning by GSA inspectors.

b. All combustible material such as wood tables and cardboard boxes presently stored in this area should be removed before installation of the incinerator. Only metal lockers with packed stationery will be allowed in this area.

c. The incinerator side of the connecting door to Room 208 should be covered with metal. This will provide a complete non-combustible perimeter wall for the incinerator enclosure.

d. Room 208 itself is used for a reproduction area and, therefore, requires the use of flammable cleaners and Ditto fluid. This operation shall be relocated to another area where the operation of the incinerator would have no effect. No flammable liquids shall be allowed in either room for obvious reasons.

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3. If the recommendations contained in paragraph 2 are followed, no objections are interposed from a safety viewpoint for the installation of the incinerator in this building. Mr. Kontner, the GSA Fire Prevention Engineer, was contacted by [ ] the Agency Safety Officer, and advised of the proposal to install an incinerator in one of our buildings, which is constructed of masonry. Mr. Kontner stated that, if [ ] would test for carbon monoxide and keep a close check on the operation, his office would not request any detailed information or have need to make an inspection.

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